



## UNITED STATES MARINE CORPS

MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 1650.8F  
BADJ

**05 JUN 1997**

### BASE ORDER 1650.8F

From: Commanding General  
To: Distribution List

Subj: MARINE/NONCOMMISSIONED OFFICER OF THE QUARTER

Ref: (a) BO P5300.3J

Encl: (1) Marine/NCO of the Quarter Fact Sheet  
(2) Next of Kin Information Sheet  
(3) Recommended Marine/NCO of the Quarter  
(4) Sample Certificate of Commendation

1. Purpose. To promulgate instructions, policies and procedures for a Marine Corps Base, Marine/Noncommissioned Officer of the Quarter awards program.

2. Cancellation. BO 1650.8E.

3. Background. Individual Marine Corps Base organizations conduct various programs to recognize outstanding Marines for their accomplishments. The only additional program conducted at the Marine Corps Base level is the Service Member of the Month Award, sponsored by the Greater Jacksonville Chamber of Commerce. The recipient of that award is selected on a rotating basis from commands located at Camp Lejeune and New River.

#### 4. Information

a. The programs established by this Order provide recognition to enlisted Marines, private through sergeant, who have demonstrated exceptional performance of duty.

b. Lance corporals and below will compete for recognition as the "Marine Corps Base, Marine of the Quarter."

c. Sergeants and corporals will compete for recognition as the "Marine Corps Base, Noncommissioned Officer of the Quarter."

5. Composition of the Marine/Noncommissioned Officer of the Quarter Board. The Selection Committee is established as follows:

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5. Composition of the Marine/Noncommissioned Officer of the Quarter Board. The Selection Committee is established as follows:

- Base Sergeant Major - Chairman
- Sergeant Major - Headquarters and Support Battalion
- Sergeant Major - Marine Corps Service Support Schools
- Sergeant Major - Marine Corps Engineer School
- Sergeant Major - School of Infantry
- Sergeant Major - Weapons Training Battalion

6. Nominee Prerequisites

- a. Sergeant and below.
- b. Outstanding performance of military duties.
- c. Passed the Physical Fitness Test within the past six months.
- d. Passed each of the Battle Skills Training within the past twelve months.
- e. Qualified with the T/O weapon within the past fiscal year.
- f. Exceptional personal appearance and military bearing.
- g. Outstanding record of conduct; no prior disciplinary action/or discreditable page 11 entries.
- h. Duties performed are a nature to be particularly valuable to the Command and/or that the individual's performance is exceptional to the degree that it clearly distinguishes the selectee from other Marines.
- i. Recommended for reenlistment.
- j. Active in pursuing improvement of military proficiency other than on-the-job training, i. e., correspondence courses, MCI courses, college courses, etc.

7. Conduct of the Marine/Noncommissioned Officer of the Quarter Board

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d. Nominees will report in the seasonal "C" uniform to the Base Sergeant Major, Building #1, at 1330 on the day prescribed.

e. The Board members will wear the seasonal "C" uniform.

f. Nominees will be interviewed by the Board. Questions can cover a wide range of matters from current events, to philosophical type questions, to general military subjects.

## 8. Action

### a. Organizational Commanders

(1) Form a Board to select, monthly, a Marine of the Month and a Noncommissioned Officer of the Month. Fleet Assistance Personnel will be considered as per reference (a).

(a) The Reserve Support Unit will compete with Headquarters and Support Battalion.

(b) Field Medical Service School will compete with Marine Corps Service Support Schools.

(c) All other organizations will conduct Boards separately.

(2) Submit the name of the individual in each category of selectees for the previous three months (paragraph 8a(1) above) to the Commanding General (Attn: Base Sergeant Major) to arrive two working days prior to the convening date of the Base Board.

(3) Forward the following information on each Marine recommended for Marine/Noncommissioned Officer of the Quarter from the Commanding Officer to the Commanding General (Attn: Base Sergeant Major) to arrive two working days prior to the convening date of the Base Board:

(a) Service Record Book

(b) Original of enclosure (1).

(c) Original Training Record.

(d) A recommended letter of recognition, presenting an objective summary of specific examples of performance and achievements accomplished to include technical details, if applicable. This letter shall be prepared in a manner that

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allows verbatim transcription thereof in preparing a letter of recognition for the Commanding General's signature.

(e) Enclosure (2) will be completed and signed by the Marine being recommended and forwarded to the Commanding General (Attn: Base Sergeant Major) with SRB and accompanying documentation.

(4) Arrange for photographic and news coverage of presentation ceremonies.

b. Base Sergeant Major

(1) Serve as Chairman of the Selection Board established in paragraph 5.

(2) Convene the Selection Board quarterly in accordance with the guidelines established in paragraph 7.

(3) Provide the Consolidated Public Affairs Office with information on award recipients for appropriate publicity.

(4) Reserve the Conference Room on the prescribed day for each Selection Board.

(5) Upon receipt of the nominations for Marine/Noncommissioned Officer of the Quarter, screen the SRB's and accompanying documents for accuracy and compliance with basic prerequisites.

(6) Provide all SRB's and accompanying documents of nominees to the members of the Selection Board.

(7) Based on the information provided by the members of the Board, prepare enclosure (3), the Commanding General's letters to the next of kin, and individual letters of recognition to the selectees.

(8) Upon approval and signature by the Commanding General, mail the Commanding General's letters to the next of kin and set up a presentation ceremony for the selectees with the Commanding General's aide.

c. Board Members. The Chairman will submit the Marine/Noncommissioned Officer of the Quarter report to the Commanding General for approval in the format contained in enclosure (3). All Board members will ensure that the

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proceedings of the Board are kept in strict confidence and are not divulged to anyone prior to the approval of the recommendation by the Commanding General.

d. AC/S Manpower. Upon the Commanding General's approval of the nominees, prepare the Certificates of Commendation as shown in enclosure (4).

9. Awards. Marines selected as the Marine/Noncommissioned Officer of the Quarter will be recognized at a ceremony on the Quarter-deck at Building 1. During the ceremony, the Commanding General will present the Certificates of Commendation to the Marine/Noncommissioned Officer of the Quarter when his schedule permits.

A handwritten signature in black ink, appearing to read 'J. T. Murray', with a long horizontal line extending to the right.

J. T. MURRAY  
Chief of Staff

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MARINE/NCO OF THE QUARTER FACT SHEET

Name: \_\_\_\_\_

Rank: \_\_\_\_\_ SSN: \_\_\_\_\_ MOS: \_\_\_\_\_ GT: \_\_\_\_\_

Section: \_\_\_\_\_ Billet: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Time in Grade: \_\_\_\_\_ Time in Service: \_\_\_\_\_

Average Pro/Con: \_\_\_\_\_ In Service: \_\_\_\_\_ In Grade: \_\_\_\_\_

Highest Civilian Education: \_\_\_\_\_

Military Schools: \_\_\_\_\_

MCI Courses: \_\_\_\_\_

NCO School: \_\_\_\_\_

Personal Awards: \_\_\_\_\_

Disciplinary Record: \_\_\_\_\_

Weapons Qual: M16A2: \_\_\_\_\_ Pistol: \_\_\_\_\_

Completion Dates: M16A2: \_\_\_\_\_ Pistol: \_\_\_\_\_

PFT: \_\_\_\_\_ Completion Date: \_\_\_\_\_

\* I have reviewed the above information and find it to be true  
and accurate.

Signature

ENCLOSURE (1)

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NEXT-OF-KIN INFORMATION

1. I understand that the below information is being solicited for use by the Commanding General to notify my desired next-of-kin of my superior performance in the event that I am selected for Marine/NCO of the Quarter .

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

2. If your desired next-of-kin, as well as the address listed in paragraph 1, is the same as that listed in your Record of Emergency Data, please verify the data for accuracy.

3. If both parents live within the same residence and you have selected either mother or father to be in receipt of the Commanding General's endorsement, do you authorize this headquarters to forward the letter to Mr. and Mrs.?

YES/NO  
(Circle one)

Signature

ENCLOSURE (2)

RECOMMENDED MARINE/NCO OF THE QUARTER

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UNITED STATES MARINE CORPS

MARINE CORPS BASE

PSC Box 20004

Camp Lejeune, North Carolina 28542-0004

IN REPLY REFER TO:

1430

SGTMAJ

From: Chairman, NCO/Marine of the Quarter Board  
To: Commanding General, Marine Corps Base, Camp Lejeune  
Subj: NONCOMMISSIONED OFFICER (NCO)/MARINE OF THE QUARTER  
SELECTIONS FOR SECOND QUARTER FY-97

1. The NCO/Marine of the Quarter Board convened at 1330 on 20 March 1997 to recommend Marines for NCO/Marine of the quarter for the second quarter of FY-97. The Board terminated at 1430 on 20 March 1997.

2. The following Marines are best qualified and have been selected as NCO/Marine of the Quarter, Second Quarter FY-97:

<u>Rank</u>	<u>Name</u>	<u>SSN</u>	<u>Unit</u>
Sgt	Erin B. TREW	123 45 6789	SOI NCO of the Quarter
LCpl	Christo L. Wellman	987 65 4321	MCES Marine of the Quarter

3. As previously discussed, request the Commanding General present these awards on the Quarter-deck when his schedule permits.

J. L. HOULE

ENCLOSURE (3)

SAMPLE CERTIFICATE OF COMMENDATION

# Quarterly Status Marine Corps



## Certificate of Commendation

THE COMMANDING GENERAL, MARINE CORPS BASE, CAMP LEJEUNE, NORTH CAROLINA

*takes pleasure in commending*

LANCE CORPORAL CHRISTO L. WELLMAN  
UNITED STATES MARINE CORPS

*for*

outstanding performance of duty while serving as an Security Supervisor for Headquarters and Support Battalion, Marine Corps Base, Camp Lejeune, North Carolina. Lance Corporal Wellman displayed exemplary qualities of leadership, initiative and organizational ability, as evidenced by his selection as "Marine of the Quarter" for the Second Quarter, Calendar Year 1997, for Marine Corps Base. His positive attitude and unsurpassed professionalism provided a source of motivation and inspiration for all to emulate. Lance Corporal Wellman's high standard of physical fitness, personal appearance and military bearing, reflected great credit upon himself and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service.

*Date*  
  
P. G. HOWARD  
Major General, U. S. Marine Corps

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# Quarterly Marine Commendation



## Certificate of Commendation

THE COMMANDING GENERAL, MARINE CORPS BASE, CAMP LEJEUNE, NORTH CAROLINA

*takes pleasure in commending*

CORPORAL ERIN B. TREW  
UNITED STATES MARINE CORPS

*for*

outstanding performance of duty while serving as a Squad Leader for School of Infantry, Marine Corps Base, Camp Lejeune, North Carolina. Corporal Trew displayed exemplary qualities of leadership, initiative, and organizational ability, as evidenced by his selection as "Noncommissioned Officer of the Quarter" for the Second Quarter, Calendar Year 1997, for Marine Corps Base. His positive attitude and unsurpassed professionalism provided a source of motivation and inspiration for all to emulate. Corporal Trew's high standard of physical fitness, personal appearance, and military bearing, reflected great credit upon himself and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service.

*Date*

P. G. HOWARD  
Major General, U. S. Marine Corps